

## General Plan Amendment Submittal Requirements

Please use this information sheet as a checklist to assemble the materials required for your General Plan Amendment, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Partnership Center at (559) 621-8180. The following items must be submitted in order to process your application. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

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- ☐ **Completed Application Form**
  - ☐ **Environmental Assessment Form**
  - ☐ **Application Fees** (Plan Amendment and Environmental Assessment)
  - ☐ **Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
  - ☐ **Letter of Owner Authorization** (If Owner is not the Applicant)
  - ☐ **Operational Statement**
  - ☐ **Exhibit** (clearly depicting subject and adjacent properties)
    - Three copies
  - ☐ **Traffic Impact Study** (which has been reviewed and approved prior to submittal of the application by the Department of Public Works, Traffic Planning Division)
  - ☐ **Electronic Submittal \***
    - Submit a CD containing all of the above requested documents in PDF format

*\*voluntary, as of 6/16/08; mandatory, as of 8/01/08*

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### Operational Statement must include the following:

- ☐ Project Site Address
  - ☐ Assessor's Parcel Number (APN)
  - ☐ Acreage to be amended
  - ☐ Existing uses
  - ☐ Existing and proposed General Plan land use designation
  - ☐ Existing and proposed zone district
  - ☐ Identify the Community plan
  - ☐ Identify the Specific Plan (if applicable)
  - ☐ Identify the Redevelopment Plan (if applicable)
  - ☐ Description of proposed text /plan changes
  - ☐ Description of efforts that have been made to discuss the proposal with neighbors
  - ☐ Description of how the proposal is complementary to the surrounding neighborhood
  - ☐ Description of how the proposal helps implement the 2025 Fresno General Plan
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**Exhibit must include the following:**

*General information:*

- ☐ Sheet size of 11" x 17"
- ☐ Date of preparation
- ☐ Title block
- ☐ North arrow
- ☐ Vicinity map depicting four major streets (1/2 square mile)
- ☐ Existing and proposed planned land use designation
- ☐ Existing zone district
- ☐ Assessor's Parcel Number (APN)
- ☐ Project site address
- ☐ City limits
- ☐ Planning area boundaries

**If required by Staff, the following specific information shall be provided:**

☐ Other: \_\_\_\_\_

**I verify that I am submitting all of the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

\_\_\_\_\_  
Applicant's Signature  
(     )  
\_\_\_\_\_  
Applicant's Phone #

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Applicant's E-mail Address